

CLASS TITLE: CHIEF, HEALTH SYSTEMS DEVELOPMENT

Class Code: 02951500

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct Rhode Island Certificate of Need Program established under the provisions of The Rhode Island General Laws. To supervise the review and assessment of the public's need for, and affordability of, major capital expenditures and new institutional health services.

SUPERVISION RECEIVED: Works under the administrative direction with wide latitude to exercise initiative and independent judgement; assignments are made in broad outline and work is reviewed upon completion, through conferences and reports, to ensure conformance to established policies, objectives, laws, and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, supervises and reviews the work of a professional and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate and review the Rhode Island Certificate of Need (CON) Program, consistent with applicable provisions of the Rhode Island General Laws.

To assess the public need for, and the affordability of, major capital expenditures proposed by licensed health care facilities.

To provide staff support to the Health Services Council, which conducts certificate of need reviews and certain health facilities licensure review to prepare formal recommendations.

To review proposed changes in the ownership and control of licensed health care facilities.

To coordinate administrative, regulatory, and policy matters including health facilities licensure, health planning and data operations.

To review and assess the accuracy and validity of data and reports prepared by staff and other organizations and to present such materials to the Health Services Council and related interested parties.

To represent the Department with the assistance of legal counsel, on all legal matters pursuant to decisions of the state regarding certificate of need reviews and appeals.

To develop and promulgate rules, regulations and administrative procedures attendant to ensure the proper transfer of licenses.

To coordinate the Department's certificate of need activities with the Prospective Reimbursement Program, the Medicaid Program, and the state's non-profit medical service organization.

To serve as hearing officer for procedural matters before the division.

To issue declaratory rulings on matters related to the conduct of the certificate of need program.

To represent the Department at legislative hearings and commissions.

To monitor health facilities; compliance with certain continuing federal obligations under the Hill Burton Hospital Construction Program.

To represent the Department at meetings and conferences of local, regional, and national groups on matters relating to certificate of need regulations and the control of capital expenditures.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of policies and trends in health care; a working knowledge of the legal climate of the health care industry; a working knowledge of the statistical methods applied to the research of health care issues; a working knowledge of sampling for survey and statistical assessments; a working knowledge of administrative procedures; a working knowledge of health economics; a working knowledge of health finance; the ability to state positions clearly and articulately (oral and written); the ability to synthesize large volumes of detailed information and data; the ability to conduct health service utilization analysis; the ability to motivate and supervise staff; the ability to deal with group dynamics in decision making; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Health, Hospital or Health Care Administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a position responsible for the management of a health care facility; or in a position responsible for the regulation of health care facilities which includes assessing the financial viability of providing accessible health care.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 14, 1991

Editorial Review: 3/15/03